

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: September 22, 2003
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

President Brown called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Lisa Godfrey, and James Vander Roest. Absent: Loren Dykstra

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of August 25, 2003
- B. Personnel Items

Ryan Gage joined the staff on September 1, 2003, in the position of half-time library associate assigned to Adult Services. He will work in the law library and at the information desk. Mr. Gage earned a BA degree at WMU and a MLS at Emporia State University in Emporia, KS and most recently worked in the western history department at Denver Public Library before returning to the Kalamazoo area.

Disposition: The board accepted the minutes of the meeting of August 25, 2003 and the Personnel Item as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending August 31, 2003

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the Period Ending August 31, 2003.

MOTION: MS. GODFREY MOVED AND MS. DE SHON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING AUGUST 31, 2003 AS

RECOMMENDED.



MOTION CARRIED 6-0.

The Financial Reports for the Period Ending August 31, 2003 were accepted.

ACTION ITEMS

V. A. Annual Nominating Committee Procedures for Election of Board Officers

President Brown indicated the following motion (as restated), made by Mr. Brown and supported by Mr. Vander Roest and tabled from the August meeting, was back before the board for consideration.

**RESTATED
MOTION:**

IN THE FUTURE, THE NOMINATING COMMITTEE WILL BE COMPRISED OF THE THREE TRUSTEES WHO ARE NOT HOLDING OFFICES AT THE TIME. IN THE EVENT ONE OF THOSE INDIVIDUALS IS UNABLE TO SERVE, THE BOARD PRESIDENT WILL APPOINT REPLACEMENTS. IF MORE THAN ONE INDIVIDUAL IS UNABLE TO SERVE, THE BOARD WILL BE ASKED TO TAKE ACTION.

THE CHARGE TO THE NOMINATING COMMITTEE WILL BE TO CONTACT ALL TRUSTEES TO DETERMINE THEIR PREFERENCES; THE COMMITTEE WILL ESTABLISH A SLATE OF OFFICERS TO BE NOMINATED BY ARRIVING AT A CONSENSUS PRIOR TO THE JULY BOARD MEETING WHEN THE ELECTION TAKES PLACE.

Presentation:

Ms. Godfrey presented a draft for an alternative procedure assigning the responsibility for functioning as a nominating committee to the Personnel Committee. The proposed wording read:

“The Personnel Committee is charged with the responsibility of functioning as a nominating committee for the purpose of proposing a candidate for each office of the Board and reporting the slate of candidates for the offices to the Board for election at the meeting of the Board in July of each year.

“The report shall be distributed to the Board prior to the July meeting. Each candidate proposed for election shall have agreed to serve for a term of one year in order to be named on the slate.

No candidate shall hold a given office for more than two consecutive terms.”

Discussion:

Ms. Addison asked what the past practice was regarding term limits for officers. Trustees agreed there were no formal term limits, but past practice has been that one person has not held the office of president for more than two consecutive terms; other offices have, on occasion, been held consecutively for more than two terms.

Mr. Brown said his interest was in formalizing a process; he is not wedded to a particular method.

Ms. Godfrey said in the past the personnel committee has acted as the nominating committee and that she feels there is some logic in that.

Ms. DeShon asked whether approval of procedures would conflict with the board’s bylaws; Mr. Vander Roest noted the bylaws are silent on this issue except to state that *Robert’s Rules of Order* are to be followed.

There was further discussion of the functionality of procedures outlined in both Mr. Brown's motion and Ms. Godfrey's drafted language.

**AMENDED
MOTION:**

**MS. DESHON MOVED AND MR. VANDER ROEST SUPPORTED ADDING
PARAGRAPH NUMBER TWO FROM THE LANGUAGE DRAFTED BY
MS.GODFREY TO THE PRINCIPLE MOTION FROM MR. BROWN:**

**IN THE FUTURE THE NOMINATING COMMITTEE WILL BE COMPRISED OF
THE THREE TRUSTEES WHO ARE NOT HOLDING OFFICES AT THE TIME. IN
THE EVENT ONE OF THOSE INDIVIDUALS IS UNABLE TO SERVE, THE
BOARD PRESIDENT WILL APPOINT REPLACEMENTS. IN THE EVENT MORE
THAN ONE INDIVIDUAL IS UNABLE TO SERVE, IT WILL BE BROUGHT BACK
TO THE BOARD FOR ACTION.**

**THE CHARGE TO THE NOMINATING COMMITTEE WILL BE TO CONTACT
EVERYONE ON THE BOARD TO DETERMINE THEIR PREFERENCES, AND
FOR THE COMMITTEE TO ESTABLISH A SLATE OF OFFICERS TO BE
NOMINATED BY ARRIVING AT A CONSENSUS PRIOR TO THE JULY BOARD
MEETING WHEN THE ELECTION TAKES PLACE.**

Addition:

**THE REPORT SHALL BE DISTRIBUTED TO THE BOARD PRIOR TO THE JULY
MEETING. EACH CANDIDATE PROPOSED FOR ELECTION SHALL HAVE
AGREED TO SERVE FOR A TERM OF ONE YEAR IN ORDER TO BE NAMED ON
THE SLATE.**



No one objected to the amended motion.

Motion carried 5-1 (Godfrey)

The paragraph was added to the original motion.

Ms. Addison said she feels it makes more sense to have a definite committee carry out the duties of a nominating committee and that it is more desirable for the Personnel Committee to serve that function rather than the three non-officers. That way the committee will always know it is their job. If the three trustees not holding office serve as the nominating committee less experienced people will be performing that function.

Mr. Brown asked if a competing motion could be offered. He thought a method could be adopted and tried for a year, then looked at again if it doesn't prove to work well.

President Brown said a competing motion could be introduced but the amended motion already on the table would need to be voted on first.

**SUBSTITUTE
MOTION:**

**MS. GODFREY MOVED AND MS. ADDISON SUPPORTED A SUBSTITUTE
MOTION CONSISTING OF MS. GODFREY'S STATEMENTAS FOLLOWS:**

**THE PERSONNEL COMMITTEE IS CHARGED WITH THE RESPONSIBILITY OF
FUNCTIONING AS A NOMINATING COMMITTEE FOR THE PURPOSE OF
PROPOSING A CANDIDATE FOR EACH OFFICE OF THE BOARD AND
REPORTING THE SLATE OF CANDIDATES FOR THE OFFICES TO THE**

**BOARD FOR ELECTION AT THE MEETING OF THE BOARD IN JULY OF EACH
YEAR.**

**THE REPORT SHALL BE DISTRIBUTED TO THE BOARD PRIOR TO THE JULY
MEETING. EACH CANDIDATE PROPOSED FOR ELECTION SHALL HAVE
AGREED TO SERVE FOR A TERM OF ONE YEAR IN ORDER TO BE NAMED ON
THE SLATE.**

NO CANDIDATE SHALL HOLD A GIVEN OFFICE FOR MORE THAN TWO CONSECUTIVE TERMS.

Discussion of the
Substitute Motion:

Mr. Vander Roest said he didn't see a problem with inexperienced trustees being on the nominating committee since the process occurs prior to new trustees taking office in July. The process would be concluded in June.

In further discussion it was felt if the three non-office holders comprise the nominating committee they might not know the demands of the offices to which they would be nominating individuals.

Often in the past, the Vice President has served as the Personnel Committee chair and there is usually one other officer on the committee. The only other standing committee that could be considered to perform the nominating function is the Finance & Budget Committee.

**QUESTION CALLED ON
SUBSTITUTE MOTION:**

**MS. GODFREY CALLED THE QUESTION FOR AN IMMEDIATE VOTE ON THE
SUBSTITUTE MOTION AND MR. BROWN SECONDED THE CALL .**



MOTION CARRIED 6-0.

**VOTE ON
SUBSTITUTE MOTION:**

The Motion died for lack of a majority vote. Yes – 2 (Addison, Godfrey); No – 1 (Vander Roest); Abstained – 2. (R. Brown, De Shon)

**QUESTION CALLED:
AMENDED MOTION:**

**MR. VANDER ROEST CALLED THE QUESTION FOR AN IMMEDIATE VOTE ON
THE ORIGINAL MOTION FROM MR. BROWN AS AMENDED; MS. ADDISON
SECONDED THE CALL .**



Motion carried. Yes – 5; Abstained – 1 (R. Brown)

**AMENDED
MOTION:**

**IN THE FUTURE THE NOMINATING COMMITTEE WILL BE COMPRISED OF
THE THREE TRUSTEES WHO ARE NOT HOLDING OFFICES AT THE TIME. IN
THE EVENT ONE OF THOSE INDIVIDUALS IS UNABLE TO SERVE, THE
BOARD PRESIDENT WILL APPOINT REPLACEMENTS. IN THE EVENT MORE
THAN ONE INDIVIDUAL IS UNABLE TO SERVE, IT WILL BE BROUGHT BACK
TO THE BOARD FOR ACTION.**

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EVERYONE ON THE BOARD TO DETERMINE THEIR PREFERENCES, AND
FOR THE COMMITTEE TO ESTABLISH A SLATE OF OFFICERS TO BE
NOMINATED BY ARRIVING AT A CONSENSUS PRIOR TO THE JULY BOARD
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**THE REPORT SHALL BE DISTRIBUTED TO THE BOARD PRIOR TO THE JULY
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AGREED TO SERVE FOR A TERM OF ONE YEAR IN ORDER TO BE NAMED ON
THE SLATE.**



MOTION CARRIED. Yes - 4; No – 1 (Godfrey); Abstained – 1 (R. Brown)

REPORTS

B. Summer Reading Report

Presentation: Terry Lason (adults), Karen Beaudoin (children) and Kevin King (teens) gave oral reports on the summer reading program. This year the theme of “humor” was used for all three age groups to develop games and materials. Numbers for the adult program were down somewhat from last year due to several factors, but a significant number of patrons participated and prizes were excellent. Mr. Lason especially thanked Linda Richardson for support and tabulating the adult game cards, and Laura Hoppe for the graphic materials provided. He is looking forward to next year’s program.

Karen Beaudoin indicated numbers were up for children’s participation in the game and programs. She distributed statistics, materials and prizes used in the games.

Kevin King reported the numbers of teens participating in summer reading has grown every year over the last five years and distributed statistics and materials. He pointed out the games are developed by the Teen Advisory Board (TAB). In answer to a question from Ms. DeShon about a reduction in attendance at branch summer programs, Mr. King said steps are being taken to increase attendance by adding drop-in programs. The model for summer reading was set at Central five years ago, now teen services is moving into programming at branches. Teen book tables are being established in branches and more TAB members will be helping there as well.

Susan Warner reported on the family oriented program finale, “Last Laugh” held at Oshtemo branch library on September 6. It was easier to promote the program as a whole family project this year given the combined theme. 30 TAB volunteers provided wonderful help with the games and staff assistance was also appreciated. Activities were provided for all ages – it was a good way to end the summer and was very well attended. Staff have already begun work on next summer’s programs.

Disposition: President Brown thanked staff for the reports and all the work done to provide the high quality programs and materials that attracted such a high level of community participation.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

Mr. Vander Roest reported the committee will review the 2002/2003 audit prior to the October board meeting when it will be presented to the full board.

B. Personnel Committee

Ms. Godfrey reported she is still working on changes to the employee handbooks.

VII. OTHER BUSINESS

A. Directors Report

Mr. Amdursky reported Oshtemo is planning to establish a downtown development authority (DDA). By law the library will be able to choose whether or not to participate. There will be political and financial implications to consider for either choice. There is insufficient information available to be able to make a decision at this point. He will keep the board informed.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

IX. TRUSTEE COMMENTS

Mr. Brown said the “Last Laugh” party was terrific; he hopes more trustees will be able to attend next year.

Ms. Addison said she appreciates the memberships KPL provides for trustees in MLA and ALA.

Dr. Brown complimented the staff that reported to the board about summer reading programs. He hopes KPL can capitalize on those successful programs as much as possible in terms of community relations and continuing support for library activities.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:10 p.m.

Loren Dykstra, Secretary